

## Department of State – U.S. Embassy, Kabul

**Program Office:** Public Affairs Section, U.S. Embassy, Kabul, Afghanistan  
**Funding Opportunity Title:** Afghan National Police Community Outreach (ACO) II  
**Announcement Type:** Grant  
**Funding Opportunity Number:** SCAKAB-14-GR-001-SCA-04072014  
**Deadline for Applications:** **May 7, 2014, 11:59 p.m., Kabul time**  
**CFDA** 19.501- Public Diplomacy Programs for Afghanistan and Pakistan

### CONTACT INFORMATION

- A) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
- B) For assistance with the requirements of this solicitation, contact **Deborah B. Smith**, Grants Manager, Public Affairs Section, U.S. Embassy, Kabul, Afghanistan, at:  
Email: [KabulPASProposals@state.gov](mailto:KabulPASProposals@state.gov) (*Preferred method of communication*)

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## **I. EXECUTIVE SUMMARY**

The Public Affairs Section (PAS) of the U.S. Embassy in Kabul, Afghanistan is pleased to announce an open competition for assistance awards through this Request for Grant Proposals (RFGP). PAS Kabul invites all eligible organizations (see Section IV for Eligibility Requirements) to submit a proposal for the development, coordination, and implementation of monthly Afghan National Police (ANP) Community Outreach Events in the following 15 provinces of Afghanistan: Kabul, Kandahar, Helmand, Paktiya, Wardak, Khost, Nangarhar, Laghman, Logar, Panjshir, Kunduz, Faryab, Ghazni, Herat, and Baghlan. Community Outreach Events will be conducted in coordination with the Ministry of Interior and consist of spectator-friendly sports tournaments, engagement meals between ANP and members of the local community in which they serve, and mobile video screenings featuring episodes of “Wakonish (Reaction) 119,” a docu-drama centered around the ANP. During this one-year period of performance, regular sports training for ANP officers and local youth will also be implemented. Sports will focus on cricket and football, but may also include volleyball, martial arts, and wrestling.

A successful proposal will demonstrate the applicant’s ability to work with Government of the Islamic Republic of Afghanistan (GIROA) Ministries to achieve its objectives, as well as the applicant’s experience in public outreach and sports programming.

## **II. BACKGROUND**

The Afghan National Police Community Outreach Program is designed to develop trust and understanding between the Afghan National Police forces (ANP) and their communities. Generations of Afghans grew up in a society without proper security and have little experience in interacting with their local police force. However, this situation is changing. Today, the ANP is working to establish themselves as the protectors of the people. They have also developed a department, the Police-e-Mardume (Community-Police Affairs), dedicated to bridging the gap between the ANP and members of the local communities in which they work. The more that local communities trust the ANP, the harder it will be for violent extremist and criminal groups to operate in those areas.

The Police-e-Mardume is dedicated to promoting public awareness about how the ANP functions and acting as a channel for individuals to provide feedback on the ANP’s work. The Police-e-Mardume also manages the 119 Emergency Services Call Center (ESCC). The Call Centers, located in Kabul, Herat, Mazar-e-Sharif, Helmand, Kandahar and Nangarhar, receive emergency calls and initiate quick-reaction responses by ANP in all 34 provinces of Afghanistan. The 119 number also serves as a tip line for people to call in and share information they may have about violent extremist activities. However, the usefulness of this tip line is totally dependent on people using it as a reporting system. The focus of the ANP Police Community Outreach II is to help build trust between the ANP and the communities in which they work so that local populations will want to utilize the 119 number and call in tips and report suspicious activities. This information

will help the ANP fulfill their mandate to provide security, thus creating a self-reinforcing circle of trust and information sharing between local populations and the ANP.

The ANP Community Outreach I program ran from August 2012 to August 2013. This led to the establishment of thirty-six ANP and local youth sports teams in 10 provinces: Kabul, Parwan, Panjshir, Bamyān, Khost, Kapisa, Nangarhar, Paktiya, Logar, and Helmand. During the one-year grant period, 75 sports tournaments across all ten provinces were held, in which other local sports clubs and community members participated. On average, 350 people attended each of the tournaments, with some events peaking at 1,200 attendees. This presented the ANP with the opportunity to interact with their local communities and to increase the public's trust in their ability to provide security and other traditional policing activities.

### **III. GOALS AND OBJECTIVES**

#### **Goal**

The primary goal of this grant is to develop trust and understanding between the Afghan National Police (ANP) and the communities in which they serve in order to increase community involvement in reporting violent extremist and criminal activities to local ANP headquarters and the 119 Emergency Services Call Center. Success of this grant relies heavily on the participation of the community in the events as well as a working relationship between the Ministry of Interior (MOI) and the implementing partner.

#### **Objectives**

Proposals should address the following:

##### **1. Partnership with the Ministry of Interior**

- The Ministry of Interior will be actively involved in this program. The proposal should include a plan on how the applicant will work with the Ministry of Interior (MOI) to ensure coordination, security, and broad participation in training and events. This includes working with the MOI Public Affairs, Police-e-Mardume, and local ANP Commanders. The understanding of Police-e-Mardume goals and objectives is critical to the successful implementation of this program.
- Provide examples of past experience in working with GIRoA Ministries and lessons learned from those experiences.

##### **2. Sports Training**

- Describe a plan for the establishment of regular sports training during the twelve months of programming. Sports training within each of the 15 provinces must focus on at least two sports. At least one of the sports included must be cricket or soccer. Other sports that maybe included are: volleyball, martial arts, and wrestling. We note cricket should be especially

encouraged. The sports selected for each province should be determined by their popularity in the area.

- At least one specialized trainer should be provided for each sport in each province.
- Scheduling should be consistent but also accommodate the availability of ANP Officers and local youth invited to participate. While the sports training for ANP Officers and local youth does not need to be conducted simultaneously, regular scrimmage games should be held. Training during the Holy month of Ramadan may be suspended.
- The successful applicant will be responsible for providing all sports equipment and uniforms for participants; sports equipment will become property of the participating ANP headquarters at the conclusion of the grant.
- The proposal should include a proposed number of participants, teams and description of how the applicant plans to recruit local youth to participate in sports training.
- Female participation in sports is encouraged. However, the successful applicant and Ministry of Interior may determine areas where this is possible. Include special measures that will be implemented to accommodate female participation and ensure their safety.

### **3. ANP Community Outreach Events**

- Provide a detailed plan on ANP Community Outreach events, which will include the following components: Sports Tournament, Awards Ceremony, Reaction 119 Mobile Video Screening and ANP Meal Engagements with local community members. The primary focus is to encourage interaction between ANP, Police-e-Mardume, and community members as well as to encourage reporting of criminal/violent extremist activities to local ANP headquarters and the 119 Emergency Services Call Center.
- The proposal should describe how the applicant plans to coordinate with and utilize local community leaders in conducting events.
- In order to maximize community participation, local sports clubs should also be invited to compete in sports tournaments.
- ANP Community Outreach Events should be conducted monthly in each province for ten months during the grant, not including the Holy Month of Ramadan or the first month of the award period to allow for program set-up (procuring supplies, meeting/planning/coordinating with relevant stakeholders, establishing baseline data, etc.). The total number of events should total 150 over the one- year period. Contingency plans should also be made for weather and security issues. A minimum of seven events should be held in each province.
- Episodes of 'Reaction 119' will be provided by Public Affairs Section and the successful applicant will be responsible for providing video projectors and projection screens at each event. This equipment, including the copies of the 'Reaction 119' episodes, will also become property of the participating ANP headquarters at the conclusion of the grant.

#### **4. Media Outreach**

- The proposal should describe how the applicant plans to interact with media outlets in order to bring awareness to the ANP Community Outreach Events. Provide examples of past experiences with news media.
- Promotion of the events by community organizations and leaders will help increase the number of attendees. Describe how the applicant will approach community leaders to gain endorsement.
- The applicant will also be responsible for establishing a social media presence for this program via Facebook, YouTube, Twitter, and a dedicated website. The applicant should also work with the Ministry of Interior to ensure that content regarding the program is also updated on the Ministry of Interior website.

#### **5. Measures of Success**

- The successful applicant will be responsible for providing reports on measures of success for this program. The primary measurement is the number of program participants that report criminal/violent extremist activities to their local ANP headquarters and the National 119 Emergency Services Call Center. The successful applicant will be responsible for ensuring local ANP headquarters can monitor and provide the number of reports that come from event participants.
- The successful applicant will also work with the Ministry of Interior and local ANP headquarters to provide reports to Public Affairs Section on local criminal/violent extremist activities in participating communities. Applicants should plan to provide a report on this before any events take place in order to establish baseline data. This will help to determine the impact of ACO events.
- The proposal should describe how the applicant will seek anecdotal stories of success from individuals participating in the program. This would include positive and negative impacts made on ANP Officers, young athletes, community members, and government officials.

#### **6. Sustainability**

- The proposal should include a plan to support the future sustainability of the program with the Ministry of Interior and Police-e-Mardume. This may include involvement and training of Ministry of Interior personnel in each aspect of the program to learn to conduct the program and utilize the equipment themselves.

#### **7. Locations of Program Implementation**

- Sports training and ANP Community Outreach Events will be conducted in the following 15 provinces: Kabul, Kandahar, Helmand, Paktiya, Wardak, Khost, Laghman, Logar, Panjshir, Kunduz, Faryab, Ghazni, Herat, and Baghlan.
- Although, previous sports programming was conducted within ANP headquarters, ANP Community Outreach Events are encouraged to be held outside of police headquarters in order to create larger venues for participants.

#### **IV. ELIGIBILITY REQUIREMENTS**

Eligibility is open to all U.S., Afghan, and international organizations or companies with direct experience in community events, working with GIROA and a proven track record of success implementing projects in Afghanistan. Organizations must demonstrate current country registration license (when applicable), competent programmatic ability and be able to meet reporting requirements. Non-Afghan organizations or companies are required to partner with an Afghan organization or company.

Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities and will be considered to show greater cost effectiveness.

Applicants must:

- A. Be registered in the System for Award Management SAM located at [www.sam.gov](http://www.sam.gov) prior to submitting an application or plan; AND
- B. Maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by an agency.

#### **V. APPLICANT VETTING AS A CONDITION OF AWARD**

Applicants are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. Applicants may be asked to submit information required by DS Form 4184, *Risk Analysis Information* (attached to this solicitation) about their company and its principal personnel. Vetting information is also required for all sub-award performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at <https://ramportal.state.gov>, via Email to [RAM@state.gov](mailto:RAM@state.gov), or hardcopy to the Grants Officer. Questions about the form may be emailed to [RAM@state.gov](mailto:RAM@state.gov). Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

#### **VI. NOTIFICATION OF AUDIT REQUIREMENTS**

Foreign organizations that expend \$500,000 or more in a fiscal year in Department of State federal assistance must perform an independent, recipient-contracted Single Audit or Program Specific Audit. Program-specific Audit – means an audit of one Federal award program. Single Audit – means an audit which includes both the entity's financial statements and the Federal Awards to be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS). The audits must be independently and professionally executed in accordance with GAGAS either prescribed by a government's Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States,

or the host country's laws or adopted by the host country's public accountants or associations of public accountants, together with generally accepted international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the Grants Officer's approval.

For sub-recipients expending \$500,000 or more in Department of State award funding during their fiscal year, Department of State standard audit provisions require that Prime recipients certify that audits of sub-recipients are performed annually and according to the standards described above.

The cost of audits required under this policy may be charged either as an allowable direct cost to the award, OR included in the organizations established indirect costs in the award's detailed budget.

## VII. SUBMISSION INFORMATION

**Award Period:** 1 year

**Number of Awards Anticipated:** 1

**Award Amount:** The award Floor is set at \$800,000. The award ceiling is set at \$1,100,000.00

**Application Deadline:** All applications must be received on or before **May 7, 2014, 11:59 p.m., Kabul time.** Applications received after 11:59 p.m. will not be considered. **Applicants are encouraged to begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

**Question Deadline:** For questions on this solicitation please contact Pedro Palugyai, Grants Manager, Public Affairs Section, U.S. Embassy, Kabul, Afghanistan, at:  
**Email:** [KabulPASProposals@state.gov](mailto:KabulPASProposals@state.gov) (*Preferred method of communication*).

**Questions** must be received on or before **April 21, 2014, 11:59 p.m., Kabul time.** Answers to questions will be posted at <http://www.grants.gov> and <http://kabul.usembassy.gov/pdprp.html>.

**Application Submission Process:** There are two submissions methods available to applicants. Applicants may submit their application using Submission Method A **or** Submission Method B outlined below.

- **Submission Method A:** Submitting all application materials directly to the following email address: [KabulPASProposals@state.gov](mailto:KabulPASProposals@state.gov). Applicants opting to submit applications via email to [KabulPASProposals@state.gov](mailto:KabulPASProposals@state.gov) **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.
- **Submission Method B:** Submitting all application materials through grants.gov. For those opting to apply through Grants.gov, thorough instructions on the application



process are available at <http://www.grants.gov>. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726. Please note, [KabulPASProposals@state.gov](mailto:KabulPASProposals@state.gov) is unable to assist with technical questions or problems applicants experience with grants.gov.

Applicants utilizing Grants.gov must register with Grants.gov prior to submitting an application. **Registering with Grants.gov is a one-time process; however, it could take as long as two weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.** Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission. There are four steps that you must complete before you are able to register: (1) Obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by calling 1-866-705-5711; (2) Register with System for Award Management (SAM); (3) Register yourself as an Authorized Organization Representative (AOR); and (4) Be authorized as an AOR by your organization. For more information, go to [www.grants.gov](http://www.grants.gov). Please note that your SAM registration must be annually renewed. Failure to renew your SAM registration may prohibit submission of a grant application through Grants.gov.

## VIII. APPLICATION CONTENT

Applicants must follow the RFGP instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this RFGP. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

Applications are accepted in English only, and final grant agreements will be concluded in English. Proposals may not exceed 22 double-spaced pages in 12-point, Times New Roman font with 1-inch margins. Shorter applications are encouraged. Longer applications will be considered non-responsive and will not be reviewed. This requirement excludes the allowable appendices, which are identified in Section 6 below. The proposal must consist of the following:

### **Section 1 - Application for Federal Assistance (SF-424) and SF424A:**

The SF424 is the standard cover sheet for grant applications. The SF424A is a budget summary sheet for grant proposals. Please refer to page 6-8 for a description of budget categories. Both these forms can be found on-line at: [http://fa.statebuy.state.gov/content.asp?content\\_id=20&menu\\_id=68](http://fa.statebuy.state.gov/content.asp?content_id=20&menu_id=68).

**Section 2 - Abstract:**

The abstract is limited to 300 words in length. It must provide a summary of the project to be undertaken, expected timeline, and cost.

**Section 3 – Implementation Plan:**

The applicant must specify the goals and objectives of the project. Goals are general statements of intent; Objectives define a specific problem or task to be accomplished. The applicant should describe in detail the steps which will be taken to achieve these goals. This description should include all components of the proposed project including, as needed, design, procurement, and training. The proposal should clearly demonstrate how each of these project components directly relates to the project's stated goals. -- This section should also describe how success will be measured, and should propose specific performance indicators which can be used to track progress and determine the project's success. This section must include a time-task plan that clearly identifies the timeline for carrying out the project's major activities.

Applicants are recommended to present the following for each project component:

- An overview of the proposed project component and its respective activities.
- A description of how the project component supports the overall goal of the project.
- A detailed outline of the methodology that will be used to implement the proposed component.
- An analysis of anticipated implementation risks and challenges.
- A summary of expected outputs with their expected impact, using performance indicators that will be used to track progress towards the anticipated results.

The proposal should also describe the applicant's sustainability plan and what measures will be taken to ensure that the benefits of the proposed project continue to be realized after the completion of grant performance.

**Section 4 - Organizational Capability:**

Applications must include a clear description of the applicant's management structure, previous experience working in Afghanistan, experience working with Afghan government institutions, previous experience with U.S. Government grants, and the organizational experience and background in Afghanistan related to the proposed activities. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project. The applicant should describe how its previous experience relates to the proposed project.

**Section 5 – Monitoring and Evaluation Plan:**

Applications must include a monitoring and evaluation plan (M&E plan), sometimes also referred to as a performance monitoring or performance management plan. The M&E plan is a systematic and objective approach or process for monitoring project performance toward its objectives over time. The plan consists of indicators with baselines and targets; means for tracking critical assumptions; plans for managing the

data collection process; and regular collection of data. The indicators in the plan should be SMART (Specific, Measurable, Attainable, Realistic, and Time-framed).

The M&E plan for this project must include.

Monthly Reports on the following indicators:

1. Number of actionable reports made to local ANP Headquarters and 119 Emergency Services Call Center by Program participants.
2. Number of participants and sports teams at each Community Outreach/Sports Training event

Monthly reports should also include the time and location of each Community Outreach/Sports Training event as well as photographic and video footage of at least 50% of Community Outreach and Sports Training events.

More information on M&E plans is located <http://www.state.gov/j/drl/p/c35797.htm>.

## **Section 6 - Appendices:**

The proposal submission must include four appendices. Only the appendices listed below may be included as part of the application:

- 1. Budget Detail (Required)** – Applications will not be considered complete unless they include budgets that respond to the solicitation guidelines. Complete budgets will include detailed line-items outlining specific cost requirements for proposed activities. Applicants must adhere to the appropriate regulations found in 2 CFR 220 (previously OMB circulars A-21, cost principles for education institutions) and 2 CFR 230 (previously OMB circular A-122, cost principles for non-profits).

Detailed Line-Item Budget (in Microsoft Excel or similar spreadsheet format) that delineates funds requested from the Embassy and cost-share (see below for more information on budget format). Costs must be in U.S. Dollars. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. The following provides a description of the types of costs to be included in each budget category.

**A. Personnel** – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project. (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation:  $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312.$ ).

**B. Fringe Benefits** - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

**C. Travel** - Staff and any participant travel

- 1) International Airfare
- 2) In-country Travel
- 3) Domestic Travel in the U.S., if any
- 4) Per diem/maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: <http://www.policyworks.gov/>. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates. Please explain differences in fares among travelers on the same routes. Please note that all travel, where applicable, must be in compliance with the Fly America Act.

**D. Equipment** – Please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

**E. Supplies** - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: \$50/month x 50% = \$25/month x 12 months).

**F. Contractual -**

**a) Sub-grants and sub-contracts.** For each sub-grant/contract please provide a detailed line item breakdown explaining specific services. In the sub-grant budgets, provide the same level of detail for personnel, travel, supplies, equipment, direct costs, and fringe benefits required of the direct applicant.

**b) Consultant Fees.** For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x \$150/day x 2 days).

**G. Construction** – For this solicitation, construction costs are not applicable.

**H. Other Direct Costs** - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative.

**J. Indirect Costs** - See OMB Circular A-122, "Cost Principles for Non-profit Organizations or the Federal Acquisition Regulation (FAR) at 48 CFR part 31"

- 1) If your organization has a negotiated indirect cost-rate agreement (NICRA) with the U.S. Government, please include a copy of this agreement. This does not count against submission page limitations.

- 2) If your organization is charging an indirect cost rate, please indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.

**Cost-Effectiveness/ In-Kind Contributions** – There is no minimum or maximum percentage of cost sharing required for this competition. However, the Embassy encourages applicants to provide the highest possible levels of cost sharing in support of its projects. Cost sharing demonstrates the applicant's commitment to the project, belief in the achievability of its goals, and prospects for long-term sustainability. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its application and later included in an approved grant agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, written records must be maintained to support all costs which are claimed as contributions, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, (Revised), Subpart C.23—Cost Sharing and Matching.

2. **Budget Narrative (Required)** - The purpose of the budget narrative is to supplement the information provided in the budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget narrative is a tool to help the Embassy staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the costs beyond the constraints of the budget template. Together, the budget narrative and budget spreadsheets should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant's Implementation Plan. The description provided on the budget spreadsheets should be very brief.
3. **Resume (Required)** – a resume, not to exceed 1 page in length, must be included for the proposed key staff person, such as the Project Director. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a resume.
4. **Letters of Intent (Required)** – for this project, local partnerships, including with the Afghan government, are critical. This would especially include the Ministry of Interior and Director of Police-e-Mardume. Letters of intent should be included with the proposal. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. Please note that these are not letters of support, and should only be included for those entities that will play an active role in the project. The individual letters

cannot exceed 1 page in length, and applicants are limited to submitting up to five letters per proposal.

## **IX. AWARD SELECTION CRITERIA**

U.S. Embassy Kabul Public Affairs will review all proposals for eligibility. Eligible proposals will be subject to compliance of Federal regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. The U.S. Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

Proposals will be funded based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of the U.S. Embassy. All proposals submitted under this request will undergo a technical review by embassy personnel; all proposals deemed technically eligible will be evaluated by an embassy review committee. Committee members may make conditions and recommendations on any given proposal in order to enhance the proposed program.

Proposals will be scored based on the applicants' response to each Review Criteria listed below. Review criteria will include:

**1. Quality of the program idea and program planning (20%):** The proposed project should be well developed, respond to the design outlined in the solicitation and demonstrate originality. The project should have clear goals and objectives and metrics for determining whether the project goals were met. It should be clearly and accurately written, substantive and with sufficient detail. The program plan should adhere to the program overview and guidelines described above, and should reference the applicant's capacity to meet all needs specified in the RFGP.

**2. Ability to achieve program objectives (20%):** Objectives should be reasonable and feasible. Applications should clearly demonstrate how the institution will meet the program's objectives and plan. Proposed personnel, institutional resources and partner organizations should be adequate and appropriate to achieve the program goals.

**3. Institution's record and capacity (20%):** The application should demonstrate an institutional record, including successful programming, responsible fiscal management, and compliance with reporting requirements, especially for U.S. Government grants.

**4. Sustainability (20%):** Proposed project should address the applicant's strategy for ensuring that the project benefits will continue to be realized on a long-term basis after the conclusion of the period of performance of the grant.

**5. Monitoring and Evaluation (20%):** Applications should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and

outcomes. The applicant should describe its plan for monitoring and reporting project outcomes.

**6. Cost-effectiveness (Acceptable or Not Acceptable):** The overhead and administrative components of the proposal, including salaries and honoraria, should be consistent with prevailing market rates in Afghanistan. All other items should be necessary, appropriate, and directly relatable to the project's goals and objectives. Cost sharing is encouraged but not required.

## **X. AWARD ADMINISTRATION INFORMATION**

**Award Notices:** The grant shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through email transmission. Organizations whose applications will not be funded will also be notified in writing.

**Anticipated Time to Award:** Applicants should expect to be notified if their proposal has been selected for award within 90 days after the submission deadline. PAS Kabul will provide information at the point of notification about any modification to the proposal or plan of work that will be required to finalize the grant.

Issuance of this RFGP does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

- **Reporting Requirements:** Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

## **XI. DISCLAIMER**

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.

## **XII. AVAILABILITY OF FUNDS**

This RFGP is subject to funds availability. Awards will be granted only if appropriated funds are allocated to the United States Embassy in Kabul by Department of State central budget authorities.